

Message

From: Stavnes, Sandra [Stavnes.Sandra@epa.gov]
Sent: 4/17/2013 12:16:51 PM
To: Stavnes, Sandra [Stavnes.Sandra@epa.gov]
Subject: Fw: Skills Marketplace Planning Meeting Agenda and Materials
Attachments: Skills Marketplace Champions Meeting (18Apr13).pptx; Summary of SMP Launch Projects.docx; Skills Marketplace Project Approval Processes.docx; Skills Marketplace Toolkits Virtual Teams.docx; Developing a Skills Marketplace Project Announcement.docx; Guidelines for Application Review and Employee Selection.docx

Importance: High

From: Gaber, Noha
Sent: Tuesday, April 16, 2013 4:20:13 PM
To: Torrez, Alfredo; Lewis, Angela L.; Taffe, Angelia; Chancey, Barbara; Twillman, Brian; Robles, Elaine; Jablonski, Janice; Acevedo, Janie; Culver, Lora; Stevens, Robert; Stavnes, Sandra; Douglass, Todd; Crews, Michelle; Singelis, Nikos
Subject: Skills Marketplace Planning Meeting Agenda and Materials

Hello everyone,

Thanks for sending all of the requested information about the project vetting processes in your offices, proposed launch projects and information for the tool-kit. I've been working feverishly to pull it all together. So I am looking forward to your review and our discussions at Wednesday's meeting.

Meeting logistics:

Date and time: Wednesday April 17, 2013; 2:30-3:30 PM Eastern

Location: On phone: 1-866-299-3188, code: 2025642179; Web-conference: <https://epa.connectsolutions.com/skillspdi>

Agenda:

1. Discussion: Updates to FAQs document
2. Discussion: Launch Projects analysis
3. Discussion: Skills Marketplace Pilot Tool-Kit Contents and Presentation
4. Any other items

Attachments:

- Draft presentation for Champions Meeting
- Summary of launch projects
- Summary of project vetting processes
- Tool-kit item: Developing a Skills Marketplace Project Announcement
- Tool-kit item: Guidelines for Application Review and Employee Selection
- Tool-kit item: Resources for managing and working in a virtual environment

Many thanks!

Noha

=====

Noha Gaber, Ph.D.

Special Assistant to the Administrator, Office of the Administrator
US Environmental Protection Agency

Mailing Address: 1200 Pennsylvania Avenue, N.W., Mail Code: 1101A, Washington, D.C. 20460

Tel: 202-564-2179 || Blackberry: 202-713-7901 || gaber.noha@epa.gov

"Collaboration: When a collection of brilliant minds, hearts and talents come together ... expect a masterpiece."

